



HEADQUARTERS OREGON WING

CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
28735 GRUMMAN DRIVE
EUGENE, OREGON 97402-9542
TEL 541-688-9408 FAX 541-689-9509

WING WEBSITE: www.or-cap.peak.org E-MAIL: orwghq@earthlink.net



1 Jan 2006

Oregon Wing Policy Letter OPS-01

Subject: Flight Releases and Reporting

Background

Accurate reporting of aircraft flight hours can be a challenge. Experience has shown that members quite often make mistakes in recording flight data, leading to incorrect payments and reimbursements. The best way to assure accurate flight data is to compare two independent sources of data to make certain that they agree. Units which try this process will quickly find that the two sources rarely agree on the first pass, confirming that reporting errors are being made.

The two independent sources for flight data are:

1. The flight data recorded by the pilot on the log in the aircraft, and
2. The flight data recorded by the flight release officer or incident commander on CAP Forms 99, 84 and 104.

The WMU makes it simple to compare these two sources of data, provided that all flights are electronically released in the WMU and/or IMU. At the end of each month, the data from the aircraft log sheet is summarized on the "Generate Monthly Usage" report, found in the Aircraft Manager module of the WMU. This report performs two important functions: Flight hours are summarized by mission type, which facilitates CAPF 18 reporting. Total hours are compared to starting and ending Hobbs readings to assure that every Hobbs hour is accounted for.

The aircraft flight log data can be compared to the flight release data using the "AC Utilization Report" found in the Operations Staff module.

If all the numbers are in balance, the aircraft manager can be sure that every hour has been reported, and that all the reported times and mission symbols are correct. However, experience reveals that the numbers seldom balance on the first try (which is the whole reason that reconciling is so important).

Policy

1. All flight releases require that the PIC must talk with a designated FRO to obtain a flight release number associated with the flight. Time can be saved if the pilot first enters the flight information into the WMU flight release module and obtains a Pending Release Number that can be given to the FRO so that the FRO will know that all pilot information is current and adequate for the mission symbol. If this cannot be accomplished, the pilot and FRO will cover all aspects of the qualifications of the pilot.
2. It is the policy of Oregon Wing that all Flight Releases will be entered into the WMU. This includes all CAPF 99, CAPF 104, and CAPF 84 releases. All FROs must have internet access to accomplish data entry. In the event that a release cannot be immediately entered into the WMU, the FRO may generate a paper release per CAPR 60-1 and enter the information into the WMU within 6 hours of the release.
3. All Aircraft Managers must reconcile the flight times entered into the WMU with the times reported on the aircraft logs prior to entering the information into the WMU monthly summary modules.

\\e\\

Theodore S Kyle, Colonel, CAP

Commander